

OFFICE OR STAFF			OFFICE CODE			APPROVAL DATE			CONTROL NO.					
TRAINING			Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030015-6											
DELETIONS			ADDITIONS			NET CHANGE			ORGANIZATION CODE					
ORGANIZATION AND POSITION TITLE			SERIES & GRADE			POSITION NO.			NEW BR. & DIV. TOTALS			(Machine Records)		
UNVOUCHERED			UNVOUCHERED			25X1A								
Guard			CPC-430 5			770.06			Security Officer			GS-301 12 907		
Guard			CPC-430 5			770.07			Secretary (Steno) (Place on T/O after 754)			GS-318 6 908		
By written request of the Director of Training, dated 5 August 1953. No change in T/O strength														
25X1A									25X1A					
NEW OFFICE TOTALS			APPROVAL											
T/O strength			25X9			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is								
						SECRET			Chief, Class. & Wage Div.					
FORM NO. 30-25 SEP 1952			Secretory AUTHORIZATION											

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 5 August 1953

FROM : Director of Training

25X1A6a SUBJECT: Request For T/O Change - Project []

25X1A6a

1. Project [] has been approved as of 24 July 1953 and a revised T/O will be submitted as soon as a number of basic problems have been resolved.

2. The existing T/O does not provide for two positions that will be requested on the new T/O on the basis of known requirements at this time.

3. Candidates are immediately available for each position and it is urged that reassignments be made at once in order to place these persons on unvouchered funds and initiate PCS actions. It is requested, therefore, that positions U770.06 and U770.07 be abolished and the following positions established:

a. Security Officer GS-12. On the basis that the duties and responsibilities will justify the grade requested, an experienced Security Officer has been nominated and made available by I & SO.

b. Secretary (Steno) GS-6. This position will be organizationally located in the office of the Commanding Officer and it is believed that the duties and responsibilities will justify the grade requested. CCD has made available to us the wife of a Navy Yeoman who has been assigned to the project. This person now has the grade and title of the proposed new position and it is felt that we are fortunate in obtaining the services of this man and wife team.

4. The proposed changes have been discussed with [] 25X1A9a
who is aware of the urgency this interim requests.

25X1A9a

[]
for MATTHEW BAIRD

OTR/PO:CRK:epc (5 Aug 53)

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8/10/53
KCT